

**unconfirmed****THE HEALTH PROFESSIONS COUNCIL**

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MINUTES of the twenty-eighth meeting of the Education and Training Committee held on **Tuesday 13 June 2006** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**PRESENT:** Professor J Harper (Chairman)  
 Mrs S Chaudhry  
 Ms G Darwent (part)  
 Ms H Davis (part)  
 Mrs S Drayton (part)  
 Ms C Farrell  
 Dr C H Green (part)  
 Professor T Hazell  
 Mr S Hutchins  
 Professor C Lloyd  
 Mr A Mount  
 Mr D Proctor  
 Miss P Sabine  
 Mrs B Stuart  
 Dr Anna van der Gaag

**IN ATTENDANCE:**

Mr C Bendall, Secretary to the Committee  
 Ms A Creighton, Education Manager  
 Mr M Guthrie, Policy Officer  
 Mr R Houghton, Registration Manager (Operations)  
 Ms N O'Sullivan, Secretary to Council  
 Mr M Potter, Acting International and Grandparenting Registration Manager (part)  
 Mr G Ross-Sampson, Director of Operations  
 Ms R Tripp, Policy Manager

**Item 1.06/29 APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence were received from Professor J Lucas, Mr P McFadden, Miss G Pearson, Miss E Thornton and Professor D Waller. The Committee noted that Professor Harper would chair the meeting in Miss Thornton's absence.

**Item 2.06/30 APPROVAL OF AGENDA**

- 2.1 The Committee approved the agenda.

**Item 3.06/31 MINUTES OF THE EDUCATION AND TRAINING COMMITTEE MEETING HELD ON 29 MARCH 2006**

- 3.1 The Committee agreed that the minutes of the twenty-sixth meeting of the Education and Training Committee should be confirmed as a true record and signed by the Chairman.

**Item 4.06/32 MINUTES OF THE EDUCATION AND TRAINING COMMITTEE MEETING HELD ON 11 APRIL 2006**

- 4.1 The Committee agreed that the minutes of the twenty-seventh meeting of the Education and Training Committee should be confirmed as a true record and signed by the Chairman.

**Item 5.06/33 MATTERS ARISING**

- 5.1 The Committee received a paper to note from the Executive.
- 5.2 The Committee noted the action lists as agreed at the meetings held on 29 March and 11 April.
- 5.3 Minutes of the Education and Training Committee held on 29 March
- 5.3.1 Continuing Professional Development - Further Information for Registrants: 2

The Committee noted that the longer guide on Continuing Professional Development was being "crystal marked" by the Plain English Campaign and was due to be considered at the Council meeting on 6 July.

**Item 6.06/34 EDUCATION MANAGER'S REPORT**

- 6.1 The Committee received a report on the work of the Education - Approvals and Monitoring Department.
- 6.2 The Committee noted details of approval visits which had recently taken place and those planned for the 2006-7 academic year.
- 6.3 The Committee noted that the first round of annual monitoring of programmes had worked well and was almost completed.
- 6.4 The Committee noted that the Department had written to all education providers in the light of industrial action by trade unions in higher education. The HPC had explained that it still expected students to be

assessed in accordance with the HPC's Standards. A number of education providers had acknowledged receipt of the letter. The Committee noted that the industrial action had been resolved.

6.5 The Committee congratulated the Department for its work.

**Item 7.06/35 EDUCATION AND TRAINING COMMITTEE STRATEGY 2006-7**

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that the paper recorded its discussion at the meeting held on 11 April and proposed its strategy for the coming financial year.
- 7.3 The Committee agreed that the strategy should be amended to explain the reasons for influencing internal and external agendas. The Committee agreed that the amended strategy should be presented to the Council on 6 July.

**Action: RT (by 6 July 2006)**

- 7.4 The Committee agreed that the Executive should prepare an action plan for its meeting on 28 September, prioritising the strategic issues and setting out an action plan for each issue. The Committee agreed that, in particular, there should be further discussion on how members should gather information about relevant developments in their home countries.

**Action: RT (by 28 September 2006)**

**Item 8.06/36 EXTERNAL EXAMINERS: PROPOSED CHANGE TO STANDARDS OF EDUCATION AND TRAINING**

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that Standard of Education and Training (SET) 6.7.5 required that "Assessment regulations must clearly specify requirements for the appointment of at least one external examiner from the relevant part of the HPC Register." The Committee noted that education providers had experienced difficulties in meeting the standard, particularly in supplementary prescribing programmes where the SET required examiners to represent each profession in the student cohort. The Committee noted that the issue had also arisen in programmes for Operating Department Practice, Biomedical Science and Clinical Science.

- 8.3 The Committee noted that the paper proposed that the HPC should consult on a change to the wording of the SET. The proposed revision would require that "There must be a named external examiner who should either be on the relevant part of the HPC Register or otherwise appropriately qualified and experienced."
- 8.4 The Committee agreed that the proposed revision should be amended to require that the HPC would normally expect the examiner to be on its Register, but an exception would be made if the education provider could demonstrate a need. The Committee agreed that this would allow the HPC to consider each programme on a case by case basis.
- 8.5 The Committee agreed that it was unreasonable for Visitors to impose a condition that there should be a named external examiner in place before programme approval was given. The Committee agreed that education providers should instead be asked to show through their assessment regulations that they would appoint an external examiner who was normally from the relevant part of the Register. Any exceptions would need to be discussed and agreed at the Approvals Visit. The Committee noted that individual appointments could be checked through the annual monitoring process, to make sure that they were in line with the assessment regulations.

**Action: AC (Ongoing)**

- 8.6 The Committee agreed:
- (1) to recommend to the Council that the consultation was undertaken;
  - (2) the wording of the consultation letter, subject to the amendment discussed; and
  - (3) to ask the Executive to run the consultation, analyse the results and bring these back to the Committee.

**Action: RT (point 1 by 6 July 2006; point 3 by 28 September 2006)**

**Item 9.06/37 STUDENT FITNESS TO PRACTISE**

- 9.1 The Committee received a paper for discussion/approval from the Executive.
- 9.2 The Committee noted that, at its meeting on 11 April, it had asked the Executive to produce a paper summarising the current situation in the registration of students by regulators. The Committee noted the approaches taken by other regulators, as set out in the paper.
- 9.3 The Committee agreed that it would be more appropriate for education providers to make their own decisions regarding the qualifications, health, character and overall suitability of students on admission to programmes. The Committee noted that the HPC, as the regulator,

required a health reference and a character reference on application for registration.

#### **Item 10.06/38 GRANDPARENTING REPORT**

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that the paper included a draft report which reviewed the grandparenting process for the first 12 professions regulated by the HPC, including the legislation, applications process and communications strategy. The Committee noted that the target audience included all of HPC's stakeholders, particularly other regulators with an interest in the process. The Committee noted that a revised draft would be presented to the Council for approval.
- 10.3 The Committee agreed that the report should summarise stakeholders' feedback about the grandparenting process, rather than quoting from a small number of individual stakeholders. The Committee agreed that the report should show how the HPC changed its processes in response to feedback.
- 10.4 The Committee agreed that some statements in the report needed to be strengthened with supporting evidence.
- 10.5 The Committee agreed that the report should indicate that legal advice had been sought on aspects of the grandparenting process, including the impact of the Human Rights Act 1998.
- 10.6 The Committee agreed that the report should be amended as discussed and that a revised draft should be presented to the Council for approval.

**Action: MG (by 12 September 2006)**

- 10.7 The Committee agreed that the Communications Committee should discuss ways of strengthening HPC publications by providing supporting evidence for statements.

**Action: MG (by 27 October 2006)**

#### **Item 11.06/39 FOUNDATION DEGREE FRAMEWORK FOR THE HEALTH SECTOR - IMPLEMENTATION STEERING GROUP**

- 11.1 The Committee received a paper for discussion/approval from the Executive.
- 11.2 The Committee noted that Skills for Health had established a Steering Group to implement the Foundation Degree Framework for the health sector and begin embedding the Foundation Degree into career and

qualification frameworks. The Committee noted that Ms Farrell had represented the HPC at the inaugural meeting of the Steering Group on 24 April and was happy to attend future meetings.

- 11.3 The Committee agreed that Ms Farrell should continue to represent the Committee on the Steering Group.

**Action: Ms Farrell (Ongoing)**

**Item 12.06/40 HIGHER EDUCATION ACADEMY LEARNING AND TEACHING IN HEALTH**

- 12.1 The Committee received a paper for discussion/approval from the Executive.
- 12.2 The Committee noted that the Chief Executive had received a letter about a new federation called HEALTH (Higher Education Academy Learning and Teaching in Health). HEALTH had invited a representative from the HPC to serve on the Advisory Board. Four members of the Committee had expressed interest in the vacancy.
- 12.3 The Committee agreed that Miss Thornton should represent the Committee on HEALTH.

**Action: Miss Thornton (Ongoing)**

**Item 13.06/41 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 5 APRIL 2006**

- 13.1 The Committee received the minutes of the Registration Committee held on 5 April 2006.
- 13.2 The Committee noted that item 7.2 of the minutes stated that the number of registrants lapsing on the register was the lowest to date "and represented a significant achievement." The Committee agreed that this phrase should be deleted as it was unclear whether the numbers of registrants lapsing had significantly reduced.
- 13.3 The Committee agreed that it should review the future of the Approvals Committee at its meeting on 28 September, as the processes for approving and monitoring programmes had been established.

**Action: MJS (by 28 September 2006)**

**Item 14.06/42 IDENTITY CHECKS FOR INTERNATIONAL APPLICATIONS**

- 14.1 The Committee received a paper to note from the Executive.

- 14.2 The Committee noted that, at its meeting on 29 March, it had agreed that the Executive should prepare a paper providing details of security measures for Internet Based Test (IBT) of English as a Foreign Language; and identity checks on applicants for registration, conducted by the HPC and other regulators.
- 14.3 The Committee noted that the number of accredited IBT centres in the UK and worldwide continued to increase. The Committee noted that it was the HPC's policy to accept several widely available tests of English as a foreign language, including the International English Language Testing System run by the British Council.
- 14.4 The Committee noted the details of security measures for IBT and identity checks on applicants for registration.

**Item 15.06/43 ANNUAL REVIEW OF ACTIONS TAKEN FROM 11 JULY 2005- 7 JULY 2006**

- 15.1 The Committee received a paper to note from the Executive.
- 15.2 The Committee noted details of the actions taken in the period 11 July 2005 - 7 July 2006.

**Item 16.06/44 REPORTS FROM EDUCATION AND TRAINING COMMITTEE REPRESENTATIVES AT EXTERNAL MEETINGS**

- 16.1 The Committee received a paper to note from the Executive. A report by Ms Darwent on the Society of Radiographers Council meeting held on 14 May was tabled.
- 16.2 The Committee noted the reports from representatives of the Committee.

**Item 17.06/45 UNCONFIRMED MINUTES OF THE APPROVALS COMMITTEE HELD ON 17 MAY 2006**

- 17.1 The Committee noted the unconfirmed minutes of the Approvals Committee held on 17 May 2006.

**Item 18.06/46 UNIVERSITY OF BRIGHTON (CRAWLEY COLLEGE) - BSc (HONS) OCCUPATIONAL THERAPY**

- 18.1 The Committee received a paper to note from the Executive.
- 18.2 The Committee noted that a Quality Assurance Agency Major Review team had returned a "no confidence" verdict in the BSc (Hons) Occupational Therapy programme at Crawley College (University of Brighton) in January 2005. As a consequence, the HPC had decided to hold a one day SET specific visit to the education provider. The

Visitors' Report and recommendation for programme approval had been agreed via Chairman's action on 21 April 2005.

- 18.3 The Committee noted that the last cohort of students on the programme was due to graduate in the summer. A replacement programme had been approved by the HPC to run at the University of Brighton.

**Item 19.06/47 HEALTH AND CHARACTER DECLARATIONS**

- 19.1 The Committee received a paper for information from the Executive.
- 19.2 The Committee noted the number of Health and Character declarations which had been made on renewal, admission or readmission to the register since the last meeting of the Committee. The Committee noted that there had been 28 open cases at the end of May.

**Item 20.06/48 QUALITY ASSURANCE PARTNERSHIP SUMMIT**

- 20.1 The Committee received a paper for information from the Executive.
- 20.2 The Committee noted the minutes and action points from the Quality Assurance Partnership Summit Meeting arranged by Skills for Health, which had been held on 2 May.

**Item 21.06/49 ANY OTHER BUSINESS**

- 21.1 There was no other business.

**Item 22.06/50 DATE AND TIME OF NEXT MEETING**

- 22.1 The next meeting of the Committee would be held at 10.30 a.m. on Thursday 28 September 2006.
- 22.2 Subsequent meetings would be held at 10.30 a.m. on:-  
 Tuesday 5 December 2006  
 Wednesday 28 March 2007  
 Tuesday 12 June 2007

**CHAIRMAN**

**DATE**





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